

**THE UNIVERSITY OF WAIKATO  
TE WHARE WĀNANGA O WAIKATO**

**Minutes of the Academic Board meeting held on 12 August 2014**

**Present:** Professor A Jones (Acting Chair), Professor B Barton, Professor C Branson, Dr A Campbell, Ms B Cooper, Associate Professor W Drewery, Mr R Hallett, Ms L Hines, Professor G Holmes, Dr J Lane, Mr A Letcher, Professor R Longhurst, Dr D Marsh, Professor R Moltzen, Ms S Morrison, Professor B Morse, Mr N Orr, Mr W Phee, Dr K Reddy, Mr M Savage, Dr M Schoenberger-Orgad, Mr B Tangiora, Professor K Weaver and Mr R West

**Secretary:** Ms R Boyer

**In attendance:** Ms D Fowler, Ms P Goldsworthy

**14.35 APOLOGIES**

**Received**

Apologies for absence from Professor N Boister, Professor B Clarkson, Professor R Crawford, Professor A Gillespie, Professor R Hannah, Dr A Hinze, Dr D Johnson, Dr A Kingsbury, Ms S Nock, Professor L Smith, Mr H Tuahine, Mr J Tupaiki and Professor M Wilson.

**14.36 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 17 JUNE 2014**

**Confirmed**

The minutes (Part One) of the meeting held on 17 June 2014, as set out in document 14/403 subject to an amendment to the list of those present to include Professor Chris Branson.

**14.37 REPORT OF THE VICE-CHANCELLOR**

**Received**

The report of the Vice-Chancellor as set out in document 14/451a.

**14.38 REPORT OF THE EDUCATION COMMITTEE**

**Considered**

The report and recommendations of the Education Committee, as set out in document 14/459, in relation to the following items:

1. Cycle 5 Academic Audit
2. Round 2 Significant Academic Developments
3. Pearson Test of English Recognition
4. Sichuan University International Foundation Studies Recognition
5. Re-leveling of 500-level Papers

## 6. Academic Collaboration Agreements

### Received

The list of International Agreements confirmed during the period January to June 2014 and International Agreements currently under negotiation as at 1 July 2014, as set out in document 14/406.

### Noted in discussion

#### Cycle 5 Audit

1. That the following changes to the Indicative Framework for the Self-Review Portfolio were suggested:

#### 2.3 Academic Advice

Column 3 (Relevant documents and Data) listed the existence of handbooks and prospectuses; however, the fact that faculty staff were a key point of contact for students should be included.

#### 3.3 Graduate Outcomes

That column 3 listed the Student Plan 2013-2015 and the Student Barometer Survey, however a faculty level system should be included to provide an objective analysis of how the Faculty delivered on graduate outcomes.

#### 6.3 Teaching Quality

That the primary tool to assess teaching quality, paper and teaching appraisals, was accessible only by line managers in relation to promotions. This could be a risk and may require the development of more transparent methods to assess teaching practice and teaching quality.

### Resolved

1. Approval of the following Category 1-5 proposals for submission to CUAP:
  - a. Introduction of a Master of Environment and Society as set out in document 14/414a.
  - b. Introduction of a Master of Environmental Sciences as set out in document 13/310f.
  - c. Introduction of Maori Education as a supporting subject for conjoint BTchg/BMPD as set out in document 14/414b.
  - d. Introduction of a new field 'International Management' for the MPM, as set out in document 14/414c.
2. Approval of the following Category 6-9 proposals for submission to CUAP:
  - a. Change of name of the 'Management Communication' major to 'Leadership Communication' for the BCS, BECom and BMS as set out in document 14/415a.
  - b. Amendment to the FMGT Undergraduate degrees to include a generic regulation to require an Assurance of Learning programme as set out in document 14/415b.
3. Approval of formal recognition of the Pearson Test of Academic English (PTE Academic), as set out in document 14/349.
4. Approval of the formal recognition of the International Foundation Studies programme offered by Sichuan University, as set out in document 14/354.
5. Approval for the establishment of a Guaranteed Credit Agreement between XISU and the University of Waikato, as set out in document 14/336 (amended 16 July 2014).
6. Approval of the renewal of and amendments to the Training Agreement and Implementation document between the University of Waikato and Shanghai

International Studies University (SISU), China, as set out in documents 14/334 and 14/334a.

7. Approval of the draft codicil containing the amendments to the existing Cooperation Agreement between the University of Waikato and ZUCC, China, as set out in document 14/443.
8. Approval of the amendments to the existing Schedule of Guaranteed Credit between the University of Waikato and ZUCC, China, as set out in document 14/444.

#### 14.39 REPORT OF THE RESEARCH COMMITTEE

##### **Considered**

The report of the Research Committee, as set out in document 14/452, in relation to the following items:

1. Ruakura Agri-Hub Planning Workshop
2. Review of Research Centres and Institutes
3. Supervision Guidelines
4. Dissertation and Thesis Regulations
5. PBRF Research Fund
6. Higher Degree Regulations

##### **Noted in discussion**

1. Dissertation and Thesis Regulation
  1. That the University of Waikato was the only New Zealand university that required masters theses to be submitted in hardbound form and it was suggested that the University amend the regulations to allow the submission of the masters thesis in softbound form.
  2. That Academic Board supported in principle a change to Section 10 of the Dissertation and Theses Regulations; Submission of a first masters thesis to more closely reflect the requirements outlined in Section 11 regarding the submission of MPhil and doctoral theses.
2. PBRF Research Fund

That the Academic Board extended its congratulations to Professor Robyn Longhurst on her appointment to the PBRF Sector Reference Group.
3. Higher Degree Regulations

That the regulations for the Doctor of Musical Arts were silent in relation to appointing a third examiner where the two recital examiners had divergent views. Clarification was sought on the role of the moderator in this case.

##### **Resolved**

1. Approval of the Dissertation and Theses Regulations subject to the suggested amendment to Section 10 that masters theses may be submitted in softbound form in the first instance.
2. Approval of the Higher Degree Regulations, as set out in documents 14/394, 14/395, 14/432, 14/433 and 14/434.

#### 14.40 2016 TEACHING AND ASSESSMENT PERIODS

##### **Reported**

1. That at the 29 April meeting of the Academic Board, it had been noted that the proposed dates would result in the loss of three teaching days in Semester A 2016, which would cause difficulty for some faculties.
2. That a thirteen week Semester A had been suggested; however, it was unclear from where the extra week would come; taking a week from Semester S would impact on other faculties.
3. That it was resolved that a subgroup would be formed with the Head of Student and Academic Services and Faculty representatives to consider alternatives for the 2016 Teaching and Assessment Dates and to determine a mutually agreeable solution.
4. That two options were found acceptable by the subgroup and these were provided to July Faculty Board meetings, the Curriculum Committee, and Education Committee for consideration and a recommendation back to the Academic Board.
5. That the majority of Faculty Boards preferred option A, although it was noted that the consequent later finish to Semester T would also have implications for some faculties.

##### **Considered**

1. The proposed two options for the 2016 Teaching and Assessment dates, as set out in document 14/339.
2. Faculty Board feedback on the options proposed by the subgroup on the 2016 Teaching and Assessment, as set out in document 14/416.

##### **Noted in discussion**

1. That both options created logistical difficulties for the Faculty of Management which would necessitate amendments to the teaching and assessment timing for 26 papers.
2. That the late end to Semester T also created difficulties for the Faculty of Science and Engineering with regard to laboratory scheduling.
3. That it was suggested that the teaching recess in Semester B be reduced from two weeks to one, to enable Semester T to end on or around 16 December 2016. Members agreed this would have little impact on students.

##### **Resolved**

Approval of Option A, as set out in document 14/339, with an amendment to reduce the Semester B Teaching Recess to one week.

#### 14.41 SCHEDULE OF KEY COMMITTEE DATES

##### **Resolved**

Approval of the draft 2015 Schedule of Key Committee Dates, as set out in document 14/408.

#### 14.42 DEGREES, DIPLOMAS AND CERTIFICATES STATUTE

##### **Reported**

That the Degrees, Diplomas and Certificates Statute was updated annually to take account of new qualifications that were approved by Universities New Zealand Committee on University Academic Programmes (CUAP).

##### **Recommended**

That Council approve the Degrees, Diplomas and Certificates Statute 2014, as set out in document 14/446.

#### 14.43 ELECTION OF TWO PROFESSORS TO THE ACADEMIC BOARD

##### **Reported**

1. That Clause (8) of the Constitution of the Academic Board provided for four professors to be elected by and from the academic staff, for terms of three years from 1 January.
2. That the members currently elected under this clause were Professor Barry Barton, and Professor Neil Boister, with two vacant seats.
3. That nominations were now invited to fill the two vacant positions and would close at 5pm on 28 August 2014. Notification of this election would also be provided via the Official Circular and by email to those academic staff eligible to stand for election.
4. That nominations, comments or questions could be directed to [ab.elections@waikato.ac.nz](mailto:ab.elections@waikato.ac.nz). Nominators must ensure that nominees had given their consent to be nominated.

#### 14.44 DATE OF NEXT MEETING

##### **Reported**

That the next meeting of the Academic Board would be held on 23 October 2014 at 2.10pm in the Council Room.

#### AGENDA PART TWO – CONFIDENTIAL

##### **Resolved**

That the public be excluded from the meeting to allow for consideration of the following items:

1. Minutes (Part 2) of the Academic Board meeting of 17 June 2014
2. Report of the Vice-Chancellor (Part 2)
3. Report of the Honours Committee
4. Guidelines for the transfer of funds between the University and the Research Trust
5. Formative Research Exercise

**The interests protected under the Local Government Information and Meetings Act 1987 and/or the Official Information Act 1982 which would be prejudiced by the public conduct of these proceedings were:**

Item 1 affected material previously dealt with in a meeting from which the public was excluded.

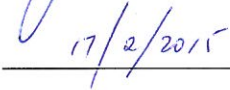
Item 2 and 4 and 5 the disclosure or use of official information for improper gain or advantage and to protect the commercial interests of the University  
Item 3 affected the privacy of natural persons.

Michelle Jordan-Tong  
Renée Boyer-Willisson  
**Student and Academic Services Division**  
1 October 2014

Minutes approved

  
\_\_\_\_\_ (Chairperson)

Date

  
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